







**CONFIDENTIAL**

**FITNESS REPORTS, FORM 45**  
**(FIELD)**  
 25X1A

FE/SS/ PERS CONTROL UNIT	BRANCH	C/SS OR	PROCEDURE
			<p>A. <b>RECIEVE</b> FOUR COPIES OF EACH FORM 45 PREPARED IN THE FIELD.</p> <p>① B. CHANGE THE PSEUDO TO TRUE NAME ON ALL COPIES.</p> <p>C. PREPARE A SUSPENSE NOTICE FOR A WEEKLY FOLLOW UP WITH THE PERS/OFFICER UNTIL THE FORMS ARE RETURNED.</p>
			<p>② REVIEW.</p>
			<p>A. REVIEW FOR COMPLETENESS AND APPROPRIATE SIGNATURES.</p> <p>③ B. FILE ONE COPY IN SOFT FOLDER.</p> <p>C. FORWARD FORMS FOR "S" CAREER SERVICE EMPLOYEES TO C/SS/FE AND FOR "D" CS EMPLOYEES TO <span style="background-color: black; color: black;">[REDACTED]</span> 25X1C4a</p>
			<p>④ REVIEW AND RETURN TO PERS/BRANCH CONTROL.</p>
			<p>⑤ A. PULL AND DESTROY SUSPENSE NOTICE.</p> <p>B. FORWARD ALL THREE COPIES TO THE OFFICE OF THE CAREER SERVICE CONCERNED.</p>
			<p>⑥ A. AS NOTIFIED BY CONTROL, FOLLOW UP WITH BRANCH, C/SS, OR <span style="background-color: black; color: black;">[REDACTED]</span> ON FORMS DUE.</p> <p>B. FOLLOW UP WITH FIELD ON SUBMITTAL OF REASSIGNMENT FITNESS REPORTS, AS NECESSARY.</p>

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